



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-040</b>	Page: <b>1</b>	of: <b>1</b>
Title: <b>Instructor Participation Records</b>		
Regulatory Authority: <b>12VAC5-31-1650</b>		
Date of Issue: <b>December 1, 2002</b>	Effective Date: <b>January 1, 2005</b>	

The Course Coordinator must maintain records of attendance and participation of each certified EMT Instructor, ALS Course Coordinator or other individual who instructs in the program.

- A. For approved BLS courses, a continuing education scancard must be submitted to the Office to document the participation of each EMT Instructor for awarding of teaching credit hours. This information must be submitted directly to the Office.
  - 1. CE Scancards to record an EMT-Instructor's instruction of an approved BLS program should be submitted using Level "F" and Category "6" (EMT Instruction). The Course Coordinator should mark the "A" bubble on the right side of the CE scancard to indicate the number of hours of instruction provided (up to 36 hours per scancard). Multiple scancards may be submitted for a single course as needed using the assigned Course Number and a different Topic Number for each scancard.